

1 PROJECT SCOPE

IECDB is tasked to manage Executive Branch Lobbyist/Client information throughout the state. This task, required by law, requires IECDB to track campaign contributions and other expenditures by lobbyists, as well as payments made to the lobbyist by the clients. Once filed, this information will be available to the public for viewing through the Internet.

1.1 PROJECT OBJECTIVES

The primary objectives of this project are to provide:

- A more convenient method for executive branch lobbyists and clients to meet all their reporting obligations to the State through an on-line web-based application.
- More efficient processing of reports by IECDB staff thereby reducing the amount of time needed for this process.
- An effective way for the IECDB staff to track the filings against the due dates and apply appropriate penalties for late filings.
- More accurate and timely information available to the public on these types of filings through the Internet. This will be accomplished by eliminating the need to key in reports by the IECDB staff.

1.2 PROJECT DELIVERABLES

ITE will provide to IECDB an automated method for executive branch lobbyists and clients to file on-line report. The system will also allow the IECDB staff to administer those filings and to apply any appropriate penalty. As part of ITE's Project Management and Software Delivery processes, the following deliverables are planned for this project:

- **Analysis and Requirements Document** - A comprehensive description of the Lobbyist/Client Tracking business process including the functional requirements for the system to be built has been prepared and signed off on by the IECDB.
- **Statement of Work** - The Statement of Work (SOW) describes the work to be completed and must be signed off by the customer before further development continues. Included with the SOW will be other project documents such as use cases, process flow diagrams, data model, report definition documents, screen mock-ups, stakeholders, project budget, etc.
- **Service Level Agreement** - The Service Level Agreement (SLA) describes ongoing support to be provided for the application along with an estimate of costs associated with that support.
- **Source Code** - The underlying instructions that comprise the software. This includes any third-party components and libraries that are needed by the system.

2 ROJECT PROPOSAL

2.1 PROPOSED SOLUTION

ITE will design and code a web application that will allow Lobbyist Client and Periodic Lobbyist forms to be filed via the Internet. Once filed this application will also allow anyone from the public to search and view electronically filed data. An administrative interface will be provided for IECDB staff to enter data about and upload scanned paper filed Personal Finance Disclosure forms.

2.2 PROJECT-LEVEL DEPENDENCIES

This project will produce a new PHP5.04 application, which will be hosted on the current IECDB Linux server. Because this application will be developed in PHP5 an upgrade of PHP is needed.

2.3 ASSUMPTIONS

- IECDB will provide a test plan and perform the acceptance testing to make sure that the application meets the agreed upon requirements for the system.
- There will be no data conversion or migration needed for this project.
- There will be no migration or interaction from the Lobbyist Client and Periodic Lobbyist application with any prior scanned Lobbyist Client and Periodic Lobbyist filings. This application will only interact with reports/filings that were submitted once the Lobbyist Client and Periodic Lobbyist application is in production.
- The Lobbyist Client and Periodic Lobbyist application will be developed and ran using PHP5.04. IECDB Linux web server will be upgraded to support PHP5.04.
- The Lobbyist Client and Periodic Lobbyist application will use MySQL4.1.13. IECDB Linux web server will be upgraded to support MySQL4.1.13.
- There may be a need for an upgrade to the Operating System and or Apache web server software to support the PHP and or MySQL upgrades mentioned above.
- No online or other types of e-payments will be collected or processed via this application.
- IECDB will be entering all manually filed Lobbyist Client and Periodic Lobbyist forms so there is no need for a scanned file upload.

Project Abstract: IECDB Lobbyist Tracking

2.4 PROJECT BUDGET

Category Estimated Hrs/Costs

| Project activities | Expect estimate |
|-------------------------------------|-----------------|
| Project Coding | 954.00 |
| Setup Project Structure | 3.60 |
| Setup MVCnPHP | 2.40 |
| Setup Propel & Build Domain Objects | 4.80 |
| Setup libs for PEAR | 2.40 |
| Setup Database | 14.40 |
| | |
| Project Management | 147.24 |
| Tester Testing | 490.80 |
| Meetings/Admin | 98.16 |
| Bug Fixes | 245.40 |
| Build Management | 49.08 |
| Ramp Up???? | |
| TOTALS (Hrs) | 2,012.28 |
| FTE DAYS | 251.54 |
| FTE WORK WEEKS | 50.31 |
| COSTS @ 84.50 | \$170,037.66 |

2.5 DAS ITE PROJECT DURATION:

| Activities | Duration (FTE Weeks) | Estimated Completion |
|------------------------|----------------------|----------------------|
| Development/Coding | 12 | Feb 1, 2006 |
| DAS ITE System Testing | 7 weeks | March 1, 2006 |
| Installation/turnover | 5 weeks | March 15, 2006 |
| Production Live | Milestone | March 30, 2006 |